



Administration Manager

We are Velan Studios, an independent game developer in Troy, NY, focused on creating ground-breaking innovative game experiences across existing and emerging platforms. We are growing rapidly and need an organized and responsible Administration Manager to help keep everything running smoothly across our office, ensuring high levels of organizational effectiveness and communication.

Responsibilities

- Support company operations by maintaining our day-to-day office systems and procedures. This may include activities like preparing payroll; controlling correspondence; designing documentation management systems; entering invoices and preparing bill payments; and reviewing & managing supply and purchasing requisitions.
- Planning and implementing office systems, layouts, and equipment procurement.
- Serve as primary point of contact with facility management and vendors to maintain the office condition and arrange necessary repairs.
- Partner with HR to update and maintain office and benefits policies as necessary.
- Assist in the onboarding process for new hires.
- Coordinate with IT department for a smoothly running office work environment.
- Ensure that all items are invoiced and paid on time; develop a system for timely automated payment of recurring orders.
- Manage contract and price negotiations with office vendors and service providers.
- Order supplies and equipment as needed, in line with company budget.
- Assist in accounting procedures and processes; including, but not limited to bank and account reconciliations and month end/year-end financial closing support.
- Provide general support to visitors.
- Organize and document office operations and procedures; ensure these procedures are being followed.
- Plan in-house or off-site activities such as conferences and celebrations.

Requirements & Qualifications

- Knowledge of office administrator responsibilities, systems, and procedures.
- Proficient computer skills, including Microsoft Office Suite.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills in a fast-paced environment.
- Associate degree required; B.A. or B.S. preferred.



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- Prior experience as an Office manager or Administrative assistant.
- Basic knowledge of accounting.
- A creative and passionate mind with an ability to suggest improvements and improve our company.

At Velan, we believe in maintaining a collaborative, diverse, and creative team environment and we're looking for new team members who have a desire to help grow our studio.

To apply for this position, send your send resume to jobs@velanstudios.com. Be sure to reference the position you're applying for in the subject line.